



STATE OF WASHINGTON
DEPARTMENT OF FINANCIAL INSTITUTIONS
DIVISION OF CONSUMER SERVICES

PO Box 41200 • Olympia, Washington 98504-1200
Telephone (360) 902-8703 • TDD (360) 664-8126 • FAX (360) 664-2258

Thank you for your interest in the Consumer Loan Industry in Washington:

We are pleased to provide you with the accompanying consumer loan license application form materials. Please read the instructions carefully. Incomplete, improper or erroneous answers to requested information may cause delays in processing, and can ultimately result in a license application being denied or an issued license being revoked.

You must provide all of the attachments and requested information. If an attachment, addendum or requested information does not apply to your situation, clearly identify that it does not apply and why.

Applicants and licensees are expected to be knowledgeable of and fully compliant at all times with chapter 31.04 RCW, chapter 208-620 WAC and any other applicable state or federal statutes and regulations. Pursuant to RCW 31.04.055 License--Director's duties. (1) The director shall issue and deliver a license to the applicant to make loans in accordance with this chapter at the location specified in the application if, after investigation, the director finds that the applicant has paid all required fees, has complied with RCW 31.04.045, and that the financial responsibility, experience, character, and general fitness of the applicant are such as to command the confidence of the community and to warrant a belief that the business will be operated honestly, fairly, and efficiently within the purposes of this chapter.

(2) If the director does not find the conditions of subsection (1) of this section have been met, the director shall not issue the license. The director shall notify the applicant of the denial and return to the applicant the bond posted and the sum paid by the applicant as a license fee, retaining the investigation fee to cover the costs of investigating the application. The director shall approve or deny every application for license under this chapter within sixty days from the filing of a complete application with the fees and the approved bond.

The Department may consider many different factors in determining your financial responsibility, experience, character, and general fitness. These factors may include: 1) a review of complaint history, 2) owner, officer or employee involvement with other business enterprises, 3) responses from other regulatory agencies, or 4) follow up of any information that gives the Department cause for concern that the business will be operated honestly, fairly and efficiently. **All applicants should note that an application may be deemed as incomplete until the Department has obtained all information relevant to making a finding under RCW 31.04.055.**

Please don't hesitate to contact us for assistance after you've read the instructions. You may reach us via phone or e-mail, or request an appointment for a pre-filing conference in our offices in Olympia, Washington.

Thank you,

The License Review Staff

WASHINGTON CONSUMER LOAN LICENSE APPLICATION

READ INSTRUCTIONS BEFORE BEGINNING!

Note: The instructions and information contained herein are an integral part of the application. Please read them carefully, and follow the directions explicitly. Failure to follow the instructions completely may result in a delay in the processing and issuance of a license, a rejection or denial of the application, or revocation of an issued license. We suggest that you make a blank copy of all forms in the application package before you begin. Please print or type all information in dark ink.

ADDRESS AND ASSISTANCE

Please note that application packages are considered incomplete without **all** attachments and requested information. If you have any questions or require assistance in completing the enclosed application packet, **or if you need to request these forms in an alternate format (such as Braille, larger print, etc.)**, please contact our offices by telephone at (360) 902-8703, TDD (360)664-8126, or via facsimile at (360) 664-2258. You may also visit our website at www.dfi.wa.gov. Please mail your completed application package, together with all attachments, and a check for the appropriate deposit payable to the "Washington State Treasurer" to:

Department of Financial Institutions
Division of Consumer Services
General Administration Building, Third Floor West
Post Office Box 41200
Olympia, Washington 98504-1200

BRANCH ONLY APPLICATIONS

If this application is to add another licensed location under a main office, which is already licensed, you may submit the following addenda and forms. A letter of authorization to copy other documentation from the main file to the branch file may be included if you are confident that such documentation is already on file with the Department.

1. Company Information Form - pages 1 through 4
2. Addenda: 1, 2, 3, 4, 8, 9, and 14
3. A branch application deposit made payable to "Washington State Treasurer"
4. Rider to surety bond increasing the penal sum of the bond and itemizing this added location

STATUTES, RULES, OPINIONS AND POLICY

The applicant, and each responsible individual of the applicant, are expected to be well versed and compliant with all sections of the Consumer Loan Act, and the rules and opinions thereof. A copy of RCW 31.04, the Act, and WAC 208-620, the rules, are provided for your benefit. Additional copies of the Act and the rules may be obtained by contacting the Office of the Code Reviser at (360) 753-6804 or review on the internet:

RCW: <http://www.leg.wa.gov/rcw/index.cfm>
WAC: <http://www.mrsc.org/wac.htm>

Opinions considered to be of import to the majority of consumer loan companies, or those policies expected to be of general knowledge by the industry, will be forwarded to you as issued. You may fax requests for copies of opinions or policy statements to the Division of Consumer Services at (360)664-2258. For a fee, you may request an opinion or clarification of an issue by writing the Division.

Your application package will be reviewed in conjunction with complaint history and/or any other information the Division deems relevant in making a finding as to financial responsibility, experience, character, and general fitness.

CONSUMER LOAN COMPANY INFORMATION FORM

☐ Company New to Washington

☐ Branch of Company Previously Licensed in WA

LICENSE LOCATION:

COMPANY NAME _____
TRADE NAME (IF ANY) _____

PHYSICAL ADDRESS _____
CITY/COUNTY _____
STATE/ZIP _____

MAILING ADDRESS _____
CITY/COUNTY _____
STATE/ZIP _____

TELEPHONE NUMBER () _____ FAX () _____
TOLL FREE NUMBER () _____ E-MAIL _____

BUSINESS ACTIVITIES CONDUCTED AT THIS LOCATION (*check all that apply*):

☐ ORIGATION ☐ UNDERWRITING ☐ PROCESSING ☐ SOLICITATION ☐ RECORDS LOCATION

TYPE OF LENDING OFFERED AT THIS LOCATION

☐ REAL ESTATE LOANS ☐ PERSONAL PROPERTY LOANS ☐ UNSECURED LOANS

BUSINESS STRUCTURE:

☐ CORPORATION ☐ PROPRIETORSHIP ☐ PARTNERSHIP ☐ LLC ☐ OTHER _____

FEDERAL TAX IDENTIFICATION NUMBER: _____

WASHINGTON STATE UNIFIED BUSINESS ID NUMBER: _____

AUTHORIZATION FOR VERIFICATION - COMPANY

TO WHOM IT MAY CONCERN

I, the undersigned official, of the company noted above, hereby authorize and request you to provide the Department of Financial Institutions of the State of Washington, any and all information and documentation that they request for the purpose of verifying information provided in conjunction with an application for a consumer loan company license, or for the purpose of conducting an investigation in accordance with chapter 31.04 Revised Code of Washington.

BY: _____
Signature of Authorized Official

Date

Printed name of Authorized Official

Title

CONSUMER LOAN COMPANY INFORMATION FORM (CONTINUED)

Each addendum should be a separate page, clearly marked, and submitted in the order listed. Application will be deemed incomplete without this information. Either a check mark or “N/A” for “not applicable” should be placed next to each item on this form. A check mark indicates that the item is attached.

_____**ADDENDUM 1 – APPLICATION CONTACT**

Provide the name, title, address, phone number, fax number, and e-mail address of the contact individual for this application.

_____**ADDENDUM 2 – SURETY INSTRUMENT**

Provide a surety bond (or acceptable alternative) in the appropriate amount.

- If your company intends to make loans secured by real property, the minimum bond is \$400,000.00. This minimum bond amount applies to companies with up to four offices licensed by Washington State.
- If your company does not intend to make real estate loans, the minimum bond amount is one hundred thousand dollars for each licensed location up to five locations. After the fifth location the bond is then increased in the amount of ten thousand dollars for each location added.

Number of Locations	Real Estate Loans	Personal Property Loans Only
1	\$400,000.00	\$100,000.00
2	\$400,000.00	\$200,000.00
3	\$400,000.00	\$300,000.00
4	\$400,000.00	\$400,000.00
5	\$500,000.00	\$500,000.00
6	\$510,000.00	\$510,000.00

Add \$10,000.00 for each additional location over 6.

1. Those applicants submitting a bond must use the enclosed bond form. Only bonds issued by a surety company authorized to do a surety business in this state will be accepted. The address on the bond must be the physical location of the applicant's place of business (first location licensed by Washington). If the applicant has more than one location, a rider must be attached to the bond, adding each additional address. Both the applicant representative and the surety representative must sign the bond, and attach a valid power of attorney form. Note: the information provided on the face of the bond must be accurate or the bond will be rejected as invalid. **The original, signed and sealed bond must be submitted with the application.**
2. In lieu of a surety bond, **Washington corporations** may maintain a bond substitute. “Bond substitute” is defined in WAC 208-620-010 as capital, surplus and qualified long term subordinated debt. An applicant considering the bond substitute is encouraged to thoroughly review RCW 31.04.045(3) and WAC 208-620-040 to assure their understanding of the requirements and restrictions the use of a bond substitute places on them.
3. If this application is for a new **branch** location, please attach a rider, issued by the bonding company, listing the additional location and increasing the penal sum of the bond. NOTE: A separate bond will not be accepted for each branch location; only a **rider** to the original bond increasing the penal sum and itemizing this added location.

_____**ADDENDUM 3 – AUTHORIZED SIGNATURES**

Provide a copy of the corporate resolution, which authorizes the official(s) listed therein to sign on behalf of the applicant.

NOTE: Individuals who have signed the Signature and Oath of Applicant form and the Authorization for Verification – Company form must be listed in the corporate resolution.

_____**ADDENDUM 4 – RECORDS LOCATION**

Advise the location where records will be kept for the purpose of periodic review and examination by the Department of Financial Institutions. If the records will be kept at a **licensed location** outside the State of Washington, complete the enclosed “Approval to Maintain Records Out of State” form.

CONSUMER LOAN COMPANY INFORMATION FORM (CONTINUED)

ADDENDUM 5 – REGISTERED AGENT

Please provide the name, address, phone number, social security number, and date of birth of the individual named as registered agent. (DFI will send a specific Consent to Serve letter to the registered agent.)

1. If your office is outside the borders of Washington State, you *must* maintain a registered agent inside Washington.
2. If your office is within the borders of Washington State, the use of a registered agent is *optional* (your office staff may serve as registered agent). If your company has used a registered agent when filing with other Washington state agencies, please provide this office with information about *that* registered agent.
3. If applicant is a corporation, LLC, or partnership, also provide the following information:
 - a. State of Incorporation (or other filing)
 - b. Date of qualification to do business in the State of Washington

ADDENDUM 6 – OWNERSHIP

Provide information on all business relationships. This addendum should include:

1. The names, home address & phone, business address & phone, and titles of owners, directors, and senior (vice president and above) officers of this company.
2. A statement of the experience and qualifications of the owners, directors, and senior officers named in number 1.
3. The parent companies, affiliates, and subsidiaries of the applicant. Include company names, addresses, telephone numbers and contacts. Provide a brief description (or organizational flow chart) of each relationship.

ADDENDUM 7 – REFERENCES FROM OTHER STATES

If the applicant is or has ever been licensed to engage in the business of lending or brokering in any other state, follow these instructions:

1. Provide a list of all states in which you are or were licensed. This list should include name of licensee; type of license; name, address, phone, fax, and contact person of the regulatory entity issuing the license.
2. Distribute the enclosed Reference Form:
 - a) Type your company name, license type (from that state), and license number on the appropriate lines.
 - b) Send the form to the regulatory entity in each state in which you are (or were) licensed to conduct the business of consumer lending or brokering.
 - c) Provide each state with a pre-stamped envelope addressed to:
DFI, Division of Consumer Services, PO Box 41200, Olympia, WA 98504-1200

ADDENDUM 8 – DISCIPLINARY HISTORY

1. Is there presently or has there ever been any regulatory enforcement action (including the suspension of license) against the applicant in any state? If the answer to this question is “yes” please list all regulatory actions taken against applicant and provide a detailed explanation for each.
2. Are you aware of any regulatory or complaint investigations in any state (including Washington) for which findings have yet to be entered? If the answer to this question is “yes” please provide a detailed explanation.
3. Please provide a list of the number of complaints by state and year that have been filed against the applicant in the last five years.

ADDENDUM 9 -- FINANCIALS

Provide a current financial statement as of the most recent quarter end. Include a statement of assets and liabilities, and profit and loss statement, prepared in accordance with “generally accepted accounting principals.”

If a newly formed business, provide the method and source of capitalization. This is to be attached as **ADDENDUM 9-1** and made a part of this application.

CONSUMER LOAN COMPANY INFORMATION FORM (CONTINUED)

ADDENDUM 10 – BUSINESS PLAN/COMPLAINT RESOLUTION

Provide a business plan of the applicant, which includes as a minimum the following:

1. The anticipated source and method of obtaining customers.
2. The type of loans to be made at this licensed location.
3. Which type of loans, if any, will be sold or transferred to another (affiliated or non-affiliated) business.
4. The type of credit insurance products, if any, the applicant intends to market at this location.
5. The type of incidental products, if any, the applicant intends to market, **with approval of the Director**, from this location.
6. Specific procedures for complaint resolution. Please include applicant's toll free ("800") phone number.

ADDENDUM 11 – ASSESSMENT TRACKING

Advise method for tracking Washington loans separately from loans made in other states. **NOTE: All loans originated and or portfolioed under the Consumer Loan Act must be reported for annual assessment purposes, whether the loan remains on the balance sheet or is sold. If loans are sold, the assessment will be based on total origination for the reporting period.**

ADDENDUM 12 – MASTER BUSINESS LICENSE

Please contact the Washington State Department of Licensing, Business and Professions Division (360)902-3600, to apply for the applicant's Washington State Master Business License. A copy of this document is **not** required with your application. DFI will verify with the Department of Licensing that the applicant has registered.

ADDENDUM 13 – CERTIFICATE OF EXISTENCE/AUTHORIZATION

If a corporation, partnership, or LLC; please contact the Washington Secretary of State, Division of Corporations, (360)753-7115, to register your company. A copy of this document is **not** required with this application. DFI will verify with the Secretary of State that the applicant has been registered.

ADDENDUM 14 – APPLICATION DEPOSIT

Attach (to the front of the application package) a check payable to "Washington State Treasurer". This amount includes the \$106.71 license fee authorized by WAC 208-620-190(1)(b) plus the \$95.55 per hour fee authorized by WAC 208-620-190(1)(a). This deposit will be applied towards statutory cost of application review and investigation. If actual cost of the investigation exceeds the amount paid, DFI will issue an invoice in accordance with RCW 31.04.045(2).

First ("main office" est. 10 hrs) Location: \$1062.21

Each Additional ("branch" est. 5 hrs.) Location: \$584.46

SIGNATURE AND OATH OF APPLICANT

I hereby swear and affirm that the information contained herein and attachments hereto are true and correct to the best of my knowledge. Further, the provisions of Revised Code of Washington 31.04 and Regulations promulgated by the Department of Financial Institutions in furtherance of such Code and provisions contained in Washington Administrative Code have been reviewed by the authorized officials as listed herein, and management will be made aware of such laws and regulations and changes enacted hereafter. This application is submitted in furtherance of the applicant's desire to obtain from the Director of the Washington Department of Financial Institutions, a license to engage in the business of a consumer loan company, as defined in chapter 31.04 RCW. Any false statement or omission of material information in connection with this application shall be punished as provided by law and may subject the applicant to denial of a license or the revocation of any license granted.

BY:

Signature of Authorized Official

Date

Printed name of Authorized Official

Title